

GRAFTON COUNTY COMMISSIONERS' MEETING

3855 Dartmouth College Hwy.

North Haverhill, NH 03774

Tuesday, March 8, 2011

PRESENT: Commissioners Michael Cryans and Omer C. Ahern Jr., Executive Director Clough and Secretary Martino.

OTHERS: Harold Brown.

9:01 AM Commissioner Cryans opened the meeting with the Pledge of Allegiance.

Farm Manager Kimball arrived with his report saying they were milking 71 cows, shipping 11,600 #’s of milk for an average of 80 #’s. Price of milk is \$19.10. FM Kimball plans to use the figure of \$18 in his budget for milk prices. The Farm is currently about \$13,000 in the red because even though the price of milk is up, prices of grain and fuel are also up. Commissioner Cryans asked if FM Kimball thought he might be able to close that gap and he thought he might be able to.

Commissioner Ahern asked what will happen to the old manure spreader when they get the new one and FM Kimball replied that he planned to use it for supplemental work. Commissioner Ahern asked how it would be taken care of and FM Kimball replied that it would be cleaned up, repaired and kept under shelter.

Commissioner Ahern said that he was concerned about the sale of bred heifers in that the Farm is selling them without putting them out to bid and that he checked around and thought that they could have gotten more money for them, perhaps as much as \$2300 for a registered bred Holstein. He stressed that the County needed to follow the statutes when it comes to the sale of items over \$300.

Director Clough said that the Commissioners can decide to waive bid on certain items such as when the Farm sells a beef animal, stating that FM Kimball needs to have some leverage to be able to work around that.

Director Clough read a provision that was found in the Journal of the Senate books from 1959, a Committee Report ...” *I will brief the Senate on the provision of this bill which would provide for competitive bidding on the sale of all county property except in such cases where the County Commissioners agree unanimously to waive that provision in which case they would make a record of their reason for so doing and that record would be open to public inspection.*” Senator English inquired if this would include the sale of road equipment etc. ...” *Senator Rogers replied that this covers all personal property in excess of \$300 in value. Also stated that it was assumed the sale of vegetables or milk would not be covered, but would be subject to the unanimous vote of the County Commissioners.*

She said that it is time for the legislature to reevaluate the value of \$300 from 1959 when

the statute was written, to the present.

Commissioner Ahern asked if there were other dealers the FM Kimball could call when he needs to sell off an animal for beef so that he had at least three on his list and FM Kimball replied there was not.

There was further discussion as to how the sale of beef can be handled in order to comply with the statutes.

Commissioner Cryans said that the Commissioners can consider waiving bid for the sale of beef cows but it will have to wait until Commissioner Burton comes back as it needs to be a unanimous vote.

Commissioner Ahern said that his preference would be for FM Kimball to find three dealers for prices and stated that he wanted to make sure that the County does what it is bound to do by law.

Bred heifers will go out for bid in the future.

There was a discussion about amendments to the soil and Commissioner Ahern asked FM Kimball if he had tried wood ash. FM Kimball replied that he had but that too costs money. He said he primarily uses manure.

Commissioner Ahern asked how FM Kimball determines how much grain to feed the cows and he replied that he goes by production and then Poulin Grains has a feed specialist who comes in and reviews the ratio.

Corrections Superintendent Libby came in to present the Commissioners with his report. *(see attached) Commissioner Cryans informed Supt. Libby that the new Lebanon Town Manager Greg Lewis has been involved with County Jails in both New York and Montana and Director Clough said that Mr. Lewis will be coming to the County in May for a visit.

Supt. Libby began his report saying that there were 84 inmates in-house, 17 in Drug Court and 5 out on electronic bracelet.

- A follow up from the State Board of Pharmacies resulted in a positive response.
- Supt. Libby will be getting his budget to the Commissioners prior to meeting with them so they can review it ahead of time. He invited Commissioner Ahern to meet with him prior to his budget presentation as he thought it would be beneficial for Commissioner Ahern since he hadn't been involved in the new jail planning and staffing analysis.
- Sgt. Paronto will be retiring at the end of May and Supt. Libby stated that they will be losing a very dedicated and integral employee.
- Supt. Libby said he discussed duties for cleaning the cows with FM Kimball.
- Supt. Libby said he will be providing people to attend the Gov. & Council Breakfast in April, representing veterans.

Commissioner Ahern said that he is very concerned with the amount of vegetables that are being donated out into the community in which a lot of County time and money is used in order to give things away.

Supt. Libby said that last year was the first year that they traveled outside the County and that this year the NH Food Bank has agreed to pick up items here. He said it has always been the intent to take care of the people from Grafton County first and he would hate to see the elimination of help to the needed agencies.

Commissioner Ahern said he didn't disagree with that but thought it would be a good idea to do some kind of a cost analysis.

Commissioner Cryans agreed that a cost analysis would be good but felt that the County is helping the most needy and the NH Food Bank does help residents of Grafton County and people who have no means.

Mr. Brown arrived.

Information Technology Manager Brent Ruggles arrived for the opening of the bids for three different technology projects that he put RFP's out for. The bids were open but because of the technical nature of the proposals will be reviewed by ITM Ruggles and a recommendation brought back to the Commissioners at a later date. Bids were received from:

- Carousel Industries
- ADVIZEX
- Fonality
- Omina Technologies

ITM Ruggles said that the three proposals were for the consolidation of network systems at the County into one common network, network infrastructure for the new Jail and a phone system for the Jail

The Commissioners signed the check registers.

The Commissioners reviewed the DoC Superior Court Report.

Commissioner Cryans asked if there were any amendments or changes to the minutes. Commissioner Ahern made corrections/additions.

Commissioner Ahern moved to approve the minutes as amended which was seconded by Commissioner Cryans. All were in favor.

Director Clough reviewed the insurance package provided by Primex again with the Commissioners saying that along with information that she had previously had given them, Primex is offering a contribution assurance program cap on the property liability of 7% for fiscal years 13 & 14 and an 8% contribution assurance program cap on the workman's compensation for those same two fiscal years. Primex is also willing to assume the liability for the Nursing Home insurance beginning on March 16th while the full County insurance wouldn't become realized until the first of July. Overall the savings to switch from LGC to Primex, along with all the discounts would be

approximately \$84K. Director Clough suggested that the Commissioners enter into a three year contract with Primex.

Commissioner Cryans said that looking at the figures; he didn't see any scenario that would be any better than this.

Commissioner Ahern asked Director Clough if she thought there may be another company out there that could insure the County at a better rate than what is being offered for the sequential years and Director Clough replied that the County had been with LGC ever since she's been here and all the other Counties are insured with Primex. She said that it just makes more sense to bundle all the insurances together and receive the discounted financial reward for that.

Commissioner Ahern moved to accept the proposal from Primex and to agree to a three year contract with them which was seconded by Commissioner Cryans. All were in favor.

The Commissioners signed the binding letter of agreement with Primex.

Maintenance Superintendent Oakes arrived with his report. *(see attached)

The Melink hood ventilation system has finally been installed in the kitchen and is up and running and appears to be well received.

There has been approximately \$8800 worth of damage to the roof and the roof rails from the snow, which has now been submitted to the insurance company.

Commissioner Ahern asked if the Jail could do the laundry for the Nursing Home when the new building opens and Supt. Oakes said the machines are capable. Director Clough said that load wise they weren't designed for that.

Commissioner Ahern said he is suggesting that inmate labor be used to do laundry which would mean better efficiency and he believes the County should do more with inmate labor.

The Jail project was reviewed and is still on track.

Human Services Administrator Nancy Bishop arrived with her report *(see attached).

She began by saying that she still believes that the County will not reach its cap in costs for services.

Recoveries are better than expects and amounted to \$88,271. Recoveries are made by the sale of property to pay back fees for services. There was a discussion about how this is done.

HSA Bishop said she sits on the Board for Emergency Shelters and said that there may be a chance that they will no longer be receiving federal money (which comes from FEMA), to be able to allocate to needy agencies.

The generator at Horse Meadow is up and running and there is an MOA being written which will state ownership and responsibilities.

Director Clough provided the Commissioners with information about last week's request

from the Victim Witness Coordinator to attend training in Texas. Money for this training will come from a grant that was received and is to be used specifically for training. Commissioner Ahern said he wanted to be clear that there will be no County money spent on this training trip and Director Clough said it will come from the grant which must be used specifically for training like this.

Commissioner Ahern moved to approve the out of state travel for the Victim Witness Coordinator, based on the representation that there will be no cost to the County which was seconded by Commissioner Cryans. All were in favor.

A request had come from the Secretary for the Farm Bureau for space in the County building to store a four drawer file cabinet for which they may access once a year. The Commissioners didn't have any issue with that.

Director Clough requested that the Commissioners sign the engagement letter between the County and Devine Millimet, specifically David Barnes, for bond council for the next Jail bond. Cost for council is \$12K.

Commissioner Ahern asked Director Clough if they had contacted Palmer & Dodge and she replied they had not. Director Clough said that an RFP was put out in 2007 requesting bond council and was awarded to Devine Millimet for both bonds, which is why they were using them now.

Commissioner Cryans signed the monthly draw down request for the Drug Court grant.

The Sheriff supplied a letter of response to the Commissioners and a cost analysis for time spent working at Spring Fling in Plymouth.

COMMISSIONER ISSUES:

Commissioner Ahern said he would like to have a report of compensation packages for all Executive Directors of the Social Service agencies that the County funds through the budget. This is to include benefits, salary, insurance, retirement etc. He would like to have a two year comparison.

Commissioner Ahern will not be at the budget meeting on March 17th.

11:40 AM Being no further business the meeting was adjourned.

Raymond S. Burton, Clerk

March 8, 2011

Commissioners Report

1. Population:	In-house: 84	Maximum: 26
		Medium 18
		Minimum north: 09
		Minimum south: 11
		WHOC: 07
		Max/Handicap: 01
		Lockblock/Seg: 12
Weekenders: 5	Out of facility: 39	

2. Community Corrections Report

- a) **Drug Court – supervising (17) *1 in custody**
- b) **Electronic Monitoring – supervising (5)**
- c) **Daily Work Release – supervising (0)**
- d) **Operation Impact – Charter Academy - Lancaster**
- e) **Community Work Program – Delivering hay – North Haverhill**

3. General

- a) **State Board of Pharmacy follow-up inspection**
- b) **FY12 Budget review process**
- c) **Sgt. Paronto – retirement**

4. Commissioner Items

- a) **Commissioner Ahern – Last school of record report**
- b) **Commissioner Ahern – work assignments in the barn**
- c) **Commissioner Burton – Lyme movie night**

Upcoming events:

March 9, 2011 – Myself and Sgt. Paronto will be meeting with Cheryl Powers and Melanie Gosselin – Director of the NH Food Bank to discuss vegetable donations and inmate training projects

March 16, 2011 – NH Leadership Program – facility tour, new facility tour, presentation on Grafton County’s unique inmate programs

April 4 – May 6, 2011 – NHAC Corrections Academy – Police Standards and Training

April 13, 2011 – G & C Breakfast - Concord

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

February 22 – Mar 7, 2011

COMPLEX

Snow Removal

COURTHOUSE

Preventative Maintenance (PM) – Performed various PM tasks throughout.

Window – Large plate glass window cracked from top to bottom in probate judge's conference room. Sealed crack with silicone and taped window with gorilla tape to prevent further cracking. Installed plywood panel in window treatment opening to prevent glass from entering room if it should break completely. Temp fix until removed to install curtain wall for connector in Jun 11

Lighting Upgrade – Completed replacing old T12 bulbs and ballast from Courtroom 1 and installing new energy efficient T8 bulbs and ballasts

NURSING HOME

Preventative Maintenance (PM) – Performed various PM tasks throughout

Kitchen Hood – Air Solutions and Balancing, LLC completed installation of the Melink Intelli-hood system to improve fan, heat and cooling energy efficiency

Floors – Installed transition strips between resident rooms and bathroom floors to span gap between VCT and vinyl sheet good flooring. Had to remove a few days later due to increased falls (no injuries)

Elevator – VCT floor tiles chipped and cracked. Replaced all with vinyl sheet good flooring

Kitchen Appliance – Upper Garland bakery oven intermittently will not light. Gas appliance contractor troubleshot to bad thermocouple...replaced part

Floor Tiles - Approximately 25 VCT tiles are cracked throughout Meadow Unit. Replaced tiles

Electric Beds – Replaced lift actuators on several beds that failed

Lighting – Replaced several burned out light ballast throughout the facility

ADMINISTRATIVE BUILDING (1930)

Preventative Maintenance (PM) – Performed various PM tasks throughout

Snow Rails & Roof – The shedding snow off the roof completely tore off the snow rails over the south and ADA entrance, taking several roof slates with it. Also partially ripped rails off north entrance and tore up flashing in two locations. Secured exposed areas of roof and met with contractor to get repair estimate for insurance company. Awaiting contractors repair quote

JAIL

Preventative Maintenance (PM) – Performed various PM tasks throughout

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

FARM

Dairy Barn – Repaired a few broken water lines and drinking bowls

MAINT/FARM BUILDING

Nothing to report

COMMUNITY CORRECTIONS

Generator – Awaiting C.G Electric to finish fixing automatic transfer switch

Furnace – Staff complained of propane smell...Found furnace burner box and heat exchanger burned through on right hand unit. Shut off propane to affected unit and continue to heat building with left unit. Called Dead River to troubleshoot further. Dead River Service Dept says that it can be repaired but repair cost will be close to the cost of a new unit. Awaiting quote.

VEHICLES & EQUIPMENT

Plow – Shuttle valve worn out that controls routing of hydro fluid to pistons...Replaced valve

Plow - Missing bolt from right side trip edge...Installed new bolt

Other

Vehicle accident – While plowing the nursing home parking lot the new 1-ton dump truck struck an employee's vehicle. No one was hurt and only employee's vehicle sustained damage. Sheriff Dept filed report and claim has been filed with LGC.

Jail Project

Construction Management (HP Cummings)

- Daily project oversight
- Tenting and heating various areas for masonry work and concrete slab pours
- Fireproofing and sound proofing where sheetrock terminates into area B roof decking
- Quality control of masonry and steel work
- Snow removal

Sitework (Morrill Construction)

- **Area A:** In process of backfilling underground plumbing and electrical to prep for slab pour
- **Area H & G:** Completed backfilling underground plumbing and electrical to prep for slab pour

Concrete (S.D. Ireland)

- **Area C:** Poured elevated cap slab above segregation cells and in process of forming 2nd floor slab above maximum cells
- **Area D & E:** In process of setting up forms to form elevated walkway that runs through both areas
- **Area G:** Formed and poured remaining slab on grade in this area (mainly medical portion)
- **Area H:** Formed and poured slab on grade in mechanical areas

Masonry (Mas-Con)

- **Area A:** In process of constructing west wall along sally-port
- **Area C:** Completed constructing maximum security cells, lower stairwell and sally-port walls
- **Area D & E:** Constructed lower section of walls on north side that separates housing areas from fresh air courts and that supports elevated walkway between housing units

MAINTENANCE DEPARTMENT REPORT TO GRAFTON COUNTY COMMISSIONERS

Electrical (Interstate Electrical)

- **Area A:** In process of running underground conduits throughout
- **Area B:** In process of wiring all spaces within area B
- **Areas G & H:** Completed all underground conduits in both areas
- **Throughout:** Working hand-in-hand with Mas-Con and S.D. Ireland imbedding conduits in walls and slabs as they progress
- **LED Lighting:** Submitted pricing for energy efficient LED lighting for site lighting, wall packs and high bay fixtures used in fresh air courts. Based on favorable energy savings payback, we selected the LED option for wall packs, flag lighting and high bay lighting (see attached spreadsheet).

Plumbing (Granite State Plumbing & Heating)

- **Area B:** In process of installing ductwork and plumbing throughout

Fire Proofing Contractor

- **Area H:** In process of fireproofing structural steel and steel decking in maintenance and boiler room areas

Sheetrock Contractor

- **Area B:** Studded majority of outer and inner walls that define spaces and hung sheetrock on uppermost parts of steel studs tight to decking

Structural Steel (Norgate)

- **Area B:** Installed steel I-beam that supports accordion dividing door in roll-call room
- **Area F:** Installed steel roof trusses and in process of installing steel decking for roof

Steel Specialties (PG Adams)

- **Area F:** Installed steel stairs in stairwell that lead to area F mechanical room

Roofers (The IRC Group)

- **Area A:** Completed most of roof...just need to complete where roof transitions onto walls of Area B elevated mechanical room

Safety – No new injuries ones to report.

Schedule – Still 3-4 weeks behind on schedule. Weather continues to be the greatest factor

Quality Assurance – Nothing new to report at this time

March 8, 2011

Human Services Monthly Report

1.) LTC Expenses to date

- review Expenses by Town Report (see attachment)
- review FY 11 Cap Payment Report (see attachment)
- State Bill Deductions Report (see attachment)
- Total recovery revenue received to date is \$ (see attachment)

2.) Legislative Update:

- * Attended Finance Committee hearing on HB 482 (cap) 2/10/11
- * legislative conference call 3/2/11 - plan to kill HB482 and take up issue in HB2 instead
- * Rep. Kurk has asked B. Miller about counties taking over case management

3.) Meetings attended:

- * 2/4/11 NHAC meeting @ Primex
- * 2/9/11 Wellness Committee
- * 2/16/11 Teleconference with Primex RE: P&L
- * 2/24/11 Teleconference with Emergency Shelter Board

4.) Molar Express:

Scheduled to be here March 24th

5.) Misc:

- * Horse Meadow Generator
- * Preliminary Budget